

Multifamily Housing eNews

May 11, 2021



The Portal Just Got a Lot More Magical Minnesota Housing recently rolled out several new features in the Multifamily Customer

Check Out the Multifamily Customer Portal's New Features

Portal (Portal). Read on to learn more.

If you have created a project in the Portal recently you may have noticed when you click,

Apply for Funding Wizard

'Apply for Funding' you no longer see a static page with many fields to complete. We rolled out a new a new user interface to improve the project setup process. The Apply for Funding Wizard:

• Guides the user through the project setup process. Based on the information

provided, questions are added or removed. In the past you had to enter 'NA' into required fields that were not applicable. • Allows you to review for accuracy. Before you create your project, you can review the

data you have provided on the 'Review and Create Project' tab.

- Provides easy access to related resources. Links to Minnesota Housing's Community Profiles, Portal user guides, and other resources are available throughout the Apply for
- Funding Wizard. Confirms your project was created successfully. After you create a project, you'll receive a confirmation message that your project was created successfully and explains
- next steps.

Project sponsors can choose to give individuals outside of their organization access to the project to assist with the application and/or due diligence. Previously, users had to fill out a

First Name

Project Team Access Requests

word document and email the request to Minnesota Housing.

you@example.com

Add Project Team Contact

Email

Last Name Company	*Team Member Role	
	Choose a Value	•
	*Access Type	
	Choose a Value	•
Comments		
Cancel	Save	Save and New
The Project Team Access Request:		

• Tracks the status of your request. You can quickly see if the request was granted or is still in

email a document back and forth.

process. • Lets you add more team members over time. You can submit additional requests at any time

• Allows users to electronically submit a team member request. This eliminates the need to

replaced the Excel version of the Self-Scoring Worksheet. The Scoring Wizard:

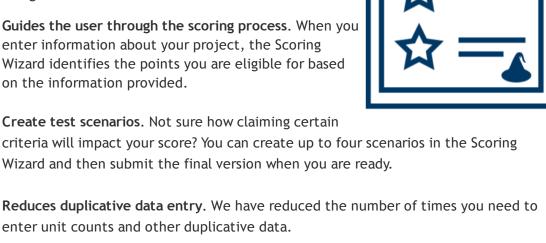
Scoring Wizard

• Guides the user through the scoring process. When you enter information about your project, the Scoring Wizard identifies the points you are eligible for based on the information provided.

• Create test scenarios. Not sure how claiming certain

There is a new Scoring Wizard for the Self-Scoring Worksheet that all applicants must use for scoring their application to the 2021 Consolidated Request for Proposals (RFP). The Scoring Wizard

by going to the 'Project Team Requests' tab on your project.



- Reduces duplicative data entry. We have reduced the number of times you need to enter unit counts and other duplicative data.
- Provides easy access to scoring resources. Links to the scoring guide and other resources are available throughout the Scoring Wizard.

• Auto calculates formulas in real-time to reduce complexity and errors. Not sure which value to include in the denominator? The Scoring Wizard does the calculations for you.

download for your records.

Generates a PDF scoring report. You can create a PDF of the points you claimed to

Training Resources: See the New Features in Action Minnesota Housing hosted two training opportunities where staff demoed the Apply for

Funding Wizard, Project Team Access Request and Scoring Wizard. View the recordings:

NOTE: Minnesota Housing offered two live Scoring Wizard training options. The presentation content is the same but the Q&A information at the end of each training is different.

• Scoring Wizard

Access the User Guides: • How to Apply for Funding (includes instructions to request project team access)

• Scoring Wizard #1 (56:16) - held on April 15 Scoring Wizard #2 (55:11) - held on April 30

Contact mhfa.app@state.mn.us.

Questions?









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